

Green Tips: ***Saving Energy and Money***



I have made a series of changes to the way my office does business in order to reduce energy use and save taxpayer dollars. By making these easy and inexpensive changes, my office is also helping to protect the environment.

Listed below are several of the actions I have taken. You can also take these steps to reduce your energy use and save money.

- Replace incandescent light bulbs with energy efficient compact fluorescent lights (CFLs)
- Make use of sunlight as much as possible to light rooms
- Turn off lights and other electronic equipment when not in use
- Utilize the power-save function on your computer to save energy
- Lower the thermostat when no one is home
- Purchase electronic equipment with the *Energy Star* label

[Click here](#) to learn more about the energy saving policy I implemented.

For more on how you can save energy and money, please visit these links from the U.S. Department of Energy.

- [Make Everyday Earth Day](#)
- [Energy Solutions for Your Building](#)
- [U.S. Department of Energy: Energy Saver\\$](#)